

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **ADMINISTRATIVE/PROGRAM ASSISTANT** in the Regional Peace & Governance Office (RPGO) of USAID/West Africa. The primary purpose of the position is to provide program and administrative support, as well as a variety of research and analysis support to the RPG Team. The Incumbent coordinates and monitors financial information for the team and manages technical information flow.

Education & Prior Work Experience: Post Secondary Education in Business Studies, or Secretarial Studies, plus, four years of progressively responsible administrative/program experience including two years experience in a large corporate, local or international organization is required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

Salary Range: GH¢ 17,869.00 – GH¢26,801.00 p.a. (depending on qualification and experience)

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra or
by Email AccraHRO@state.gov

POINT OF CONTACT

Email: AccraHRO@state.gov

When submitting your application via email, please start the subject line with the position title.

CLOSING DATE: June 14, 2013

Please note that only short-listed applicants will be contacted.

USAID/Ghana anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION
PROGRAM & ADMINISTRATION ASSISTANT

BASIC FUNCTION OF POSITION

USAID/West Africa is a Regional Mission having direct programming responsibility in 14 countries. The Mission is located in Accra, Ghana. The USAID/West Africa regional governance activities are managed from the Regional Peace and Governance Office.

The United States has an abiding interest in helping West Africa achieve a broad-based, market-driven democracy. Since 1991, USAID has provided over \$300 million in technical assistance and training to effect positive, lasting change within the country's institutions and the lives of its people. USAID programs cooperate with regional economic institutions such as the Economic Community of West African States (ECOWAS), West African government ministries and agencies, non-governmental organizations, businesses, associations, private sector organizations and communities to improve laws, promote human and political rights, mitigate conflict and deter terrorism, engage citizens in political and economic life, expand trade, increase incomes, improve the health and quality of life of West Africa's people.

This position is located in the Regional Peace and Governance Office (RPGO) of USAID/West Africa in Accra, Ghana. The office, with an annual budget of approximately \$25 million, manages two main objectives; Peace and Security, and Governing Justly and Democratically. Program areas include issues that are critical to US Government interests such as Counter-Terrorism, Conflict Mitigation and Reconciliation, Good Governance, and Political Competition and Consensus-Building. The office currently consists of the Acting RPGO Office Chief/Senior Program Management Specialist, the Senior Governance Specialist, and the Project Management Specialist.

The primary purpose of this position is to provide program and administrative support, as well as a variety of research, analysis support to the RPGO Team. The incumbent reports directly to the RPGO Office Chief or his/her designate and coordinates and monitors financial information for the team, manages technical information flow and is responsible for day-to-day operations in the RPGO and performs other duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

A. Program Management and Support

1. Assist the technical staff with monitoring and reporting on progress and status of achieving Peace & Governance (PG) results required specifically for Operational Plans, Country Budget Justifications, Portfolio Reviews, program reporting, briefing and presentation, etc.
2. Collect secondary data and information as input into analysis or reports authored by the RPGO Technical staff. On occasion, use such data and information to produce basic reports analyses, charts, tables and statistical data, as well as graphs as requested by the Technical staff.
3. Design, monitor and update a procurement plan that conforms to RPGO's budget by tracking these funds by the various program areas and countries. RPGO's budget is

estimated at about \$25 million a year. Coordinate with Close-out Specialist and Financial Analyst to ensure excess funds remaining under expired awards are de-obligated for reprogramming. Track various acquisition and assistance awards and monitor submission of financial and program reports by implementing partners.

4. Under the guidance and direction of the RPGO Office Chief and technical team members engage in drafting reports, correspondence, and various project implementation documents, such as action memos, implementation letter cables, scopes of work, Modified Acquisition & Assistance Documents (MAARD), budgets, quarterly financial statements, Global Acquisition & Assistance System (GLAAS) requests, etc. and ensure conformity with proper USAID format requirements and meeting of scheduled deadlines.
5. Maintain contacts with Regional Organizations such as ECOWAS, Peace & Governance contractors and grantees, PG Country Representatives, etc. Lead preparation and logistical arrangement for conferences, workshops and other meetings for RPGO. As appropriate, take notes at these meetings and follow-up with the RPGO Team members and attendees regarding commitments made and agreements reached.
6. Maintain RPGO program files by gathering and organizing information on activities or organizations with which RPGO does business. Through written or verbal means, respond to requests for programmatic information or documentation.
7. Provide program backstopping and management on projects in the area of peace and governance.

B. Administrative Support

Provide administrative and secretarial support. This includes making complete arrangement for RPGO Team Members and TDYers travels, reviewing documents for proper formatting, tracking documents in circulation, managing the office unit, preparing time and attendance reports, etc.

C. Other Duties as Required

The Regional Peace and Governance Office is small. This necessarily means that all staff will from time to time perform other duties decided by the Office Chief. These may entail performing work in an “acting” capacity for a colleague who is traveling or on leave, assisting a colleague with an especially urgent task, or personally taking responsibility for a special project.

QUALIFICATIONS REQUIRED/SELECTION CRITERIA

- a. **Education:** Post Secondary Education in Business Studies, or Secretarial Studies, is required.
- b. **Prior Work Experience:** Four years of progressively responsible administrative/program experience including two years experience in a large corporate, local or international organization is required.
- c. **Language Proficiency: (*List both English and host country language(s) proficiency requirements by level and specialization*):** Fluency in oral and written English (Level IV) is required.

- d. **Job Knowledge:** Knowledge of office management systems is required.
- e. **Skills and Abilities:** The ability to multi-task, organize activities, manage time as well as excellent computer skills are essential. Interpersonal communication, teamwork, customer service and administrative skills to achieve results in an efficient and effective manner are required. The incumbent should be willing to learn and apply new skills to improve professional and technical performance in the position. Proficiency in MS Word, Excel and Power point is also required.